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DIVISION ACTIVITIES

IRRIGATION AND DRAINAGE DIVISION

Proceedings of the American Society of Civil Engineers

NEWS

April, 1958

Review of Division Activities

The Executive Committee of the Irrigation and Drainage Division held a meeting in Santa Fe, New Mexico in September 1957. At that meeting it was decided that the Division should explore the possibilities of holding a Division Conference in the fall of 1958 in the humid area east of the Mississippi River.

Subsequently an invitation was received from the mid-south section of the Society to hold our Division Conference in Memphis, Tennessee in conjunction with its Section Conference. The dates for this meeting have been set for September 25, 26, 27, 1958. The general theme of this conference is to emphasize the growing importance of supplemental irrigation in the humid regions of the United States.

Mr. Critchlow has appointed Mr. Irby Seay (member ASCE), 516 Goodwyn Bldg., Memphis, Tennessee to act as the Division's local representative in arranging local details for this Conference. Mr. Paul Berg (member ASCE), P.O. Box 737, McCook, Nebraska, has been appointed to work closely with the Sessions Program Committee in working out a program of technical papers. The conference will probably include a tour of interesting irrigation, drainage, or hydraulic work in and around Memphis.

A complete list of the forthcoming Technical Sessions Activity of the Irrigation and Drainage Division is as follows:

Portland, Oregon Convention June 1958

Wed. P.M. - June 25 - Theme - "Water Planning on a Statewide Basis"

Thur. A.M. - June 26 - Theme - "Methods of Increasing and Conserving Water Supplies"

Thur. P.M. - June 26 - Theme - "Underground Reservoir Replenishment and Extraction"

Fri. A.M. - June 27 - Theme - "Drainage by Surface Drains and Pumps"

Irrigation and Drainage Division Conference Sept 25, 26, & 27th, 1958 Memphis, Tennessee

General Theme - "Importance of Supplemental Irrigation in Humid Areas"

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Los Angeles, California Convention, February 1958

Tentative plans call for 4 one half day Technical Sessions on Irrigation, Water Supply, Water Laws and Drainage.

Both the Executive Committee and the Committee on Sessions Programs would welcome suggestions for session themes and suggestions for technical papers and reports to be presented at future meetings. An endeavor is being made to schedule these activities one full year in advance. Therefore we issue a call for possible papers and reports to be presented in 1959. Please contact either your Secretary, Mr. W. W. Donnan or the Chairman of the Sessions Programs Committee, Mr. Kenneth Q. Volk.

The Executive Committee appointed Mr. Harry F. Blaney and Mr. Carl Wilder to prepare a statement on procedure for handling manuscripts of papers to be published in the Divisions Journal. The following is the final draft of this statement.

(Publication Policies and Procedures)

The Research Committee under the chairmanship of Mr. Gerald Keesee has been busily engaged in tabulating the results of a comprehensive questionnaire on irrigation and drainage.

The Ground Water Committee under the chairmanship of Mr. Harvey Banks held a meeting on February 8, 1958, to edit and review the final draft of its forthcoming manual on Ground Water.

PUBLICATION POLICIES AND PROCEDURES

1. General

All papers submitted for publication under the sponsorship of the Irrigation and Drainage Division shall be reviewed in the light of standards set forth in the Society's Technical Publications Handbook. An abstract of the very minimum requirements is printed on the inside front cover of every Division Journal, for convenience of reference.

2. Delegation of Authority

The Executive Committee of the Division has delegated to the Committee on Publications responsibility for reviewing and recommending papers for publication in the Journal of the Division and for assigning numerical grades to published papers to assist the Society Publications Committee in selecting papers for inclusion in the Annual Transactions of ASCE. The Committee on Publications is expected to request the assistance of the Division technical committees in the review of papers falling within the specific fields of these committees. A paper presenting a special problem involving Society or Division policy shall be referred to the executive committee chairman for final action.

3. Submission of Papers

A paper submitted to any officer or committee of the Division should be

transmitted to the Manager of Technical Publications, ASCE headquarters, New York before a formal review is initiated. If the paper meets the Society's standards as to policy and format or if it obviously can be revised to meet these standards it will be referred by the manager to the chairman of the Division Committee on Publications. The author should submit three copies of his paper, double spaced on one side of letter size paper; one copy will remain at Headquarters and two will be used for technical review. Chairmen of Technical Sessions of the Division should obtain copies of papers from the authors if available and transmit them to the Manager of Technical Publications of ASCE in New York. A copy of the letter of transmittal should be sent to the Chairman of the Publications Committee and the Secretary of the Division.

4. Review of Papers

- a. If a paper appears to the Headquarter's staff in New York to meet the Society's technical publications standards it is referred by the Manager of Technical Publications to the chairman of the Division Committee on Publications with a review form containing suggestions for basic editing.
- b. The Chairman of the Committee on Publications refers the paper to one or more reviewers who may be members of his committee, members of the division's technical committees that are most directly concerned with the subject matter of the paper, or other individuals who are qualified to review that particular paper.
- c. The reviewer should be requested to return a narrative report on the paper for the Chairman of Committee on Publications and to recommend either its publication in the Journal or its rejection. Either of these recommendations may be qualified. For example a reviewer may recommend certain changes in a paper before it is published. The reviewer should grade the paper for Transactions, as detailed in paragraph 5a below.
- d. The chairman of the Committee on Publications is authorized to recommend a paper's publication in the Division Journal on the strength of one reviewer's favorable recommendation. The chairman corresponds directly with the author relative to changes that should be made before the paper can be sent to headquarters for publication. He may or may not, as he chooses, resubmit the revised paper to the original reviewer for concurrence in the revisions, but usually will do so if the revisions suggested were extensive or if there is any doubt as to the reviewer's concurrence in the revisions as made.
- e. A paper will be declined if it fails to meet the Society's rather broad standards (page 5 of the handbook) for a Proceedings paper. The chairman usually will not decline a paper on the strength of only one reviewer's negative recommendation. A recommendation that a paper be declined usually will be submitted to headquarters through the chairman of the executive committee.
- f. Attention of reviewers is directed particularly to the Society's requirement that all illustrations, photographic or otherwise, must be pertinent to the paper, and must be explained and described in the text.
- g. A reviewer may also suggest that a paper be declined by the Irrigation

and Drainage Division and referred to another division for review.

5. Grading of Papers for Transactions

a. Only a relatively small number of the papers published in ASCE Journals can be included in the annual Transactions. Selection of the papers for Transactions is a function of the Society's Publications Committee. To assist that committee in selecting papers for Transactions the divisions are requested to assign numerical grades to them according to the criteria on the lower portion of the review form. A grade should be so assigned to each paper by each reviewer. If more than one numerical grade is determined for a single paper, each of them should be submitted rather than one composite grade.

b. Several times annually the chairman of the Committee on Publications will be requested by ASCE headquarters to review the numerical grade of each of a group of previously published Proceedings papers, and to rate these papers in order of preference for inclusion in Transactions. If time permits the chairman should request each member of his committee to rate the papers and then submit a consensus report of the rating with an indication of the number of reviews used to obtain this rating. This should, if time permits, be submitted through the chairman of the Executive Committee.



10. The following table shows the number of hours worked by each employee.

19. The following is a list of the names of the members of the Board of Education.

For more information about the National Institute of Child Health and Human Development, please call the NICHD Information Resource Center at 301-435-2936 or visit the NICHD Web site at www.nichd.nih.gov.

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$$\left[\frac{d^2\phi}{dt^2} - \dot{\phi}^2 + \frac{1}{r^2} \left(\frac{e^2}{c^2} - \frac{2m}{r} \right) \right] r^2 = 0$$

10. The following table gives the number of hours worked by each of the 1000 workers.

the *Journal of the Royal Society of Medicine* (1962) 55, 100-103.